



ROY COOPER
Governor

DANIEL ORTIZ
Chairman

Requirements When Requesting Reciprocity

Reciprocity is when an applicant wishes to use a license or certificate issued by another state to request a waiver of the written examination and/or field observation to obtain certification in North Carolina.

Complete the following steps to apply for certification as a well contractor in North Carolina via reciprocity:

- 1) Determine which level of certification you are applying for. A chart of the four levels of well contractor certification is available on the "Get Certified" page at www.wellcontractors.nc.gov
- 2) Complete an Application for Certification as a Well Contractor (form WCC-1) for the appropriate level. Forms are available on www.wellcontractors.nc.gov on the "Get Certified" page.
- 3) Include **with your application**:
 - A copy of the current license wallet card issued by the state and/or agency.
 - A letter of good standing from the issuing state and/or agency stating that the applicant has not had any disciplinary action(s) within the previous 24 months prior to application.
 - An official description from the issuing state and/or agency stating what well contractor activities an individual may perform under the license or certificate
 - A letter from the issuing state and/or agency describing the examination(s) that were taken.
 - A completed WCC-22 form (Acknowledgement Statement).
- 4) Submit application, fee and all attachments to the address noted on the application.
- 5) Email a copy of your driver's license (as proof of identity) and electronic photo of yourself (head shot in .jpg format) to Commission staff at andrew.morgan@dhhs.nc.gov. The file will be imported for use on your wallet card when you become certified.

Any well contractor or well driller/installer receiving any disciplinary action(s) by the state and/or agency within the previous 24 months prior to application is not eligible for reciprocity.

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